

Tracking Research Personnel, Scopes of Practice, and Associated VA Appointments

1. Purpose

To ensure accurate tracking of key research personnel, including their scope of practice, and associated VA appointment information (paid, without compensation (WOC) appointment, etc.).

2. Policy

The RHJ VAMC Research Service will account for and track all personnel working on VA research, either in VA space or on VA time. These individuals will be appropriately credentialed and processed through the RHJ VAMC Research Service and Human Resources (HR) and will be provided a signed VA appointment letter before they engage in VA research.

All RHJ VAMC WOC's and PI sponsors are responsible for:

- Notifying Research Service if their scope of practice needs to be changed.
- Contacting Research Service to begin the renewal process for a Without Compensation (WOC) appointment three months before it expires.
- Contacting Research Service prior to departing or resigning from the RHJ VAMC.

3. Procedures

- a. Each WOC's and PI sponsor is entered into the Research Staff tracking database. The database includes full name, degree, supervisor, email, appointment type, start date, WOC expiration date, phone number, office location, and occupation.
- b. Research Service tracks the expiration dates for WOC appointments and send reminders 3 months before appointments expire.
- c. If a WOC appointment expires without renewal, the following steps are taken:
 - An email is sent to PI sponsor and individual whose WOC appointment has expired, notifying them that the individual with expired WOC appointment must not engage in any VA research activities, i.e. contact with Veterans, accessing or working on any VA data or information, etc., until the appointment is renewed and a signed letter from HR is received by the Research Service.
 - An email is sent to the RHJ VAMC IT and PIV departments to disable the individual's VA network and building access until the WOC appointment can be renewed.
- d. A folder with all approved Research Service WOC approval documentation is kept in a locked file in the RHJ VAMC Research Service (WOC packet, signed scope of practice, training certs, etc.).
- e. When a WOC appointment is renewed, the signed appointment letter from HR is accepted as proof of WOC appointment re-instatement. Once the letter is received by Research Service, the WOC tracking database is updated with the individual's new appointment expiration date.
- f. Termination/Departures: All research staff departing the RHJ VAMC must notify Research Service as a first step and start the out processing a week prior to departure using the on-line

employee clearing system and obtain all approvals for clearance. Employees should return any VA property issued to them (PIV card, keys, laptop, phone, etc.)

- If a person leaves without going through this process, the Supervisor is responsible for ensuring all VA property is returned.
- Once the employee clearing application is completed, Research Service removes the individual from the active list to the inactive list in the Research tracking database. The individual's hardcopy file is removed from the active file cabinet, scanned to a PDF, and stored electronically in a secure network folder.
- Upon completion of the on-line employee clearing application the individual's VA network and building access are disabled.



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